

## **EDITED TASK LISTING**

### **CLASS: CORRECTIONAL LIEUTENANT**

*NOTE: Each position within this classification may perform some or all of these tasks.*

1.	Responsible for upholding the Mission of the Department to ensure public safety by keeping offenders incarcerated in a safe, secure, and humane environment utilizing various resources (e.g.; Title 15, Departmental Operational Manual (DOM), collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, etc.) on a daily basis.
2.	Serves as the Public Information Officer to coordinate public information and community relations programs and respond to media inquiries utilizing various resources (e.g. communication/interpersonal skills, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, etc.) as needed.
3.	Serves as the Administrative Assistant to the Warden to provide consultation/input, coordinate the collection and dissemination of information (e.g. DOM, Title 15, collective bargaining contracts/agreements, policies, procedures, official notifications, etc.), arrange and conduct tours, etc. as needed.
4.	Monitors inmate behavior to provide a safe environment and hold inmates accountable for their behavior by apprehending and disciplining those involved in criminal activities/departamental rule violations or those who present a danger to self and/or others, etc., using various resources and safety equipment (e.g. DOM, Title 15, penal code, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, soft body armor, chemical agents, weapons, hand held radio, mechanical restraints, etc.) on a daily basis.
5.	Performs complex staff assignments in such areas as institution services, program management, planning and construction, program compliance and evaluation, selection standards, parole and community services to provide consultation and/or information to management using various resources (e.g. DOM, Title 15, laws, collective bargaining contracts/agreements, rules, regulations, policies, procedures, etc.) as needed and/or upon request.
6.	Serves as an expert resource on institution operations (e.g. institution services, program management, planning and construction, program compliance and evaluation, selection standards, parole and community services, etc.) to provide consultation and/or information to management, subordinates, public, etc. utilizing various resources (e.g. DOM, Title 15, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, communication skills, knowledge, etc.) as needed.

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7.	Acts in the absence of the Correctional/Facility Captain to ensure the continued efficient operation of the affected area utilizing various resources (e.g. DOM, Title 15, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, communication skills, knowledge, etc.) as needed.
8.	Plans, organizes, and directs the work activities of staff in an assigned watch, major area and/or camp to achieve operational efficiency and maintain the successful overall mission of the department using various resources (e.g. DOM, Title 15, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, training, communication skills, knowledge, inmate appeals, etc.) on a daily basis.
9.	Conducts formal/informal training for development of participants utilizing various resources/skills (e.g. policies, procedures, laws, rules, staff input, training techniques, collective bargaining contracts/agreements, etc.) as needed.
10.	Manages the In-Service Training Program by determining training needs, selecting training methods, budget/cost analysis and keeping informed of available training resources utilizing various resources (e.g. laws, rules, collective bargaining contracts/agreements, communication, training, performance evaluations, documentation, policies, procedures, legal mandates, etc.) as needed.
11.	Initiate and/or participate in the Progressive Disciplinary Process to correct/improve employee performance/behavior or address issues of substandard performance utilizing various resources (e.g. collective bargaining contracts/agreements, communication, training, performance evaluations, coaching, documentation, policies, procedures, laws, rules, etc.) as needed
12.	Oversee the training and development of staff by assessing and identifying training needs and coordinating schedules to ensure all training requirements are met, to aid in professional development and to achieve operational efficiency by utilizing in/out service training programs, training records, audit tools, expertise, collective bargaining contracts/agreements, policies, procedures, etc. as needed.
13.	Participates in the development and review of Budget Concept Statements and Budget Change Proposals to obtain approval and secure funding for necessary equipment, staffing, services, etc. utilizing various resources (e.g. workload tracking, legal mandates, collective bargaining contracts, etc.) as needed.

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14.	Prepares estimates to requisition supplies/equipment using various resources (e.g. sales catalogs, policies, procedures, etc.) as necessary.
15.	Assists during emergency medical responses, to aid the sick and injured (staff/inmates/public) by providing basic support utilizing various resources (e.g. internal resources, policies, procedures, training, State Emergency Medical System (EMS), State Fire Marshal (SFM) First Responder Medical, American Red Cross Advanced First Aid/CPR protocols, etc.) as needed.
16.	Assists in the preparation and activation of Emergency Operation Plan (e.g. mutual aid/internal response, Special Emergency Response Team (SERT), Negotiation Management Team (NMT), Employee Post Trauma Program (EPTP), etc.) to ensure the continued safe and orderly operation of the facility and the safety of the public, utilizing various resources (e.g. policies, procedures, laws, rules, regulations, training, etc.) as needed.
17.	Communicates in a professional and effective manner and deals with confidential and sensitive issues with others utilizing tact, interpersonal skills, etc. to establish and maintain effective working relationships in all situations, as necessary.
18.	Conduct and/or attend meetings with executive/institution staff, inmates, public, etc. to define and resolve problems, discuss and disseminate information, review goals and objectives, etc. utilizing various resources (e.g. telephone conference calls, video conferencing, executive directives, laws, rules, policies, procedures, communication skills, etc.) as necessary.
19.	Conducts emergency response drills with staff to ensure the continued safe and orderly operation of the facility using various resources (e.g. policies, procedures, laws, rules, regulations, etc.) as necessary.
20.	Conducts on-site program compliance reviews at institutions, camps, Parole and Community Services, etc. in relation to operations, local practices and conditions to ensure compliance with departmental policy, procedures, rules, regulations, directives, statutes, etc. and to identify deficiencies, develop and implement corrective action plans, gain ideas/processes, etc. as directed.
21.	Performs investigations of alleged felonies and misdemeanors committed by inmates, staff, and public to ensure the safe and orderly operation of the facility and safety of the public by collecting and preserving evidence, preparing cases for trial, and appearing as a witness utilizing various resources (e.g. laws, rules, regulations, policies, procedures, DOM, Title 15, equipment, training, etc.) as needed.

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22.	Develops/prepares various written documents (e.g. procedures, post orders, inmate work/training programs, duty statements, training, correspondence, reports, etc.) to provide information, direction, and/or ensure the security and efficient operation of the work place utilizing various resources (e.g. policies, procedures, DOM, Title 15, computer hardware/software, etc.) as needed.
23.	Promote the department's Equal Employment Opportunity program in the hiring process and maintain a work environment that is free of discrimination and harassment utilizing various resources (e.g. training, state and federal laws and rules, regulations, policies, procedures, etc.) on a daily basis.
24.	Monitors inmate/staff random and mandatory urine testing to ensure accurate collection and processing is conducted utilizing various laws, rules, regulations, policy, procedures, collective bargaining agreements, equipment, etc. as needed/required.
25.	Evaluates and provides oral/written performance feedback to staff to aid in their professional development and to ensure performance objectives/standards are met by monitoring work assignments, training and behaviors as required by the State Personnel Board on a daily basis.
26.	Works cooperatively with departmental staff to facilitate a team effort and promote an effective and efficient method of operation in the work place utilizing various resources (e.g. team building concepts, effective communication, empowerment, diversity and information sharing, demonstrations, training, etc.) as required.
27.	Issues clearances and/or passes for visitors entering or leaving the facility and for the movement of inmates within the facility to ensure accountability and the safe and orderly operation of the facility and safety of the public using various resources (e.g. laws, rules, policies, procedures, DOM, Title 15, equipment, etc.) as needed/required.
28.	Maintains accurate records for historical data, management systems (e.g. supervisory/training files, incident packages, disciplinary reports/logs, budget tracking, memoranda, etc.) utilizing various tools, aids, equipment and/or processes as needed.
29.	Assigns inmate work/training assignments to enforce the departmental Inmate Work Training Incentive Program (IWTIP) utilizing various resources (e.g. Title 15, Unit Classification, DOM, laws, rules, regulations, etc.) on a daily basis.

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30.	Monitors inmate work/training assignments to ensure locations and duties are suitable for inmates of various classifications/levels (e.g. medical restrictions, close custody, restricted custody, etc.) utilizing various resources (e.g. Title 15, Unit Classification, Departmental Operation Manual (DOM), laws, rules, regulations, central file, staff input, etc.) as needed.
31.	Serves as the Institutional Gang Investigator managing the criminal gang activity control program (e.g. gathering data, identifying gang members, networking to monitor gang activities, etc.) to ensure the safe and orderly operation of the facility and safety of the public, utilizing various resources (e.g. laws, rules, policies, procedures, DOM, Title 15, training, communication skills, etc.) on a daily basis.
32.	Serves as the Personnel Assignment Lieutenant managing the custodial staff assignments to ensure appropriate staffing by developing post assignment schedules; master assignment roster, and by determining cost-effective uses of Permanent Intermittent Correctional Officers and staff overtime utilizing various resources (e.g. Governor's Budget, vacancy plan, collective bargaining contracts/agreements, DOM, laws, rules, regulations, policies, procedures, etc.) on a daily basis.
33.	Serves as a Senior Hearing Officer to determine appropriate classification and resolution of disciplinary reports by reviewing associated reports and evidence, conducting hearings, etc. utilizing various resources (e.g. DOM, Title 15, penal code, laws, rules, regulations, policies, procedures, etc.) as needed.
34.	Participates in various committees (e.g. classification, disciplinary, etc.) to provide knowledge, expertise, information, options, recommendations, etc. using various resources (e.g. policies, procedures, laws, rules, regulations, DOM, Title 15, interpersonal skills, etc.) as needed.
35.	Participates in special assignments (e.g., test development, serve as State Services Representative (SSR), interview panels, etc.) as a representative of the department/institution to provide knowledge, expertise, etc. utilizing various resources (e.g. laws, rules, regulations, policies, procedures, communication skills, etc.) as requested.
36.	Cooperates with law enforcement agencies to facilitate the apprehension, prosecution, and return of escaped inmates/parolees using various resources (e.g. laws, rules, regulations, policies, procedures, DOM, Title 15, penal code, communication skills, equipment, etc.) as necessary.

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37.	Recognizes the efforts and accomplishments of staff to promote morale, achieve operational efficiency and provide a safe and productive work environment utilizing various resources/techniques (e.g. communication skills, interpersonal skills, formal/informal acknowledgement, etc) as appropriate.
38.	Reviews confidential information to ensure the information meets established criteria prior to approval for placement into the inmate central file utilizing various resources (e.g. laws, rules, regulations, Title 15, staff input, etc.) as necessary.
39.	Samples inmate meals to ensure appropriate quantity, quality and presentation utilizing various resources (e.g. laws, rules, policies, procedures, etc.) on daily basis.
40.	Facilitate the hiring process by conducting interviews, evaluating and recommending candidates for appointment utilizing various methods of filling vacancies (e.g. certifications lists, transfers, training and development assignments, reinstatements, State Restriction of Appointment (SROA), etc.) as needed.
41.	Investigates inmate appeals to determine validity of complaints, resolve issues, ensure compliance with laws, rules, regulations, etc., utilizing various resources (e.g. DOM, Title 15, policies, procedures, computer hardware/software, communication, training, etc.) as needed.
42.	Reviews inmate appeals to ensure the inmate population has an appropriate avenue to appeal any departmental decision, action, and/or condition that has an adverse effect on the inmates welfare using various resources (e.g. DOM, Title 15, laws, rules, regulations, policies, procedures, etc.) as needed.